

**NEBRASKA EQUAL OPPORTUNITY COMMISSION**  
**PUBLIC MEETING GUIDELINES**  
**November 19, 2021**

These guidelines will be in effect for NEOC Commission Meetings held in-person during the current pandemic, with the goal of providing the safest environment possible for the public, Commissioners, and NEOC staff, while still complying with the Open Meetings Act, our own statutes, and regulations.

- 1526 K Street, 4<sup>th</sup> Floor Lancaster Hearing Room, Lincoln, NE 68508
- A modified check-in routine will be in-place. Please follow staff instructions and/or signage when you arrive.
- A face covering is expected. Disposable masks will be available, or feel free to wear your own face covering. Hand sanitizer will also be available.
- Per social distancing guidance and best practices, the public is expected to distance as far as possible and practicable from each other and from the Commissioners and Commission staff.
- As an alternative to attending the meeting in-person, a recording will be made available on the NEOC website ([neoc.nebraska.gov](http://neoc.nebraska.gov)) in the weeks after the meeting.
- Individual case summaries will be read. As always, the Commissioners read the relevant case materials prior to the meeting. During the meeting, the Commissioners may discuss the cases amongst themselves or ask clarifying questions of the Commission Staff prior to making a decision on a case.
- Parties (or Representatives) to cases to be heard before the Commission have two ways they can interact and participate:
  - **Option 1 (preferred):** Submit a statement in writing by 5:00 PM on the Thursday before the meeting (11/18/2021) to [NEOC.Response@nebraska.gov](mailto:NEOC.Response@nebraska.gov). The statements will be read into the record by Commission staff. Statements **will be limited to two minutes of talk time, or one written page**, and must not include any names, nicknames or identifying information. Any statement received after 5:00 PM the Thursday prior to the meeting may not be presented. Statements received by the deadline will be read into the record regardless of attendance but will take the place of directly addressing the Commission, not be in addition to that option.
  - **Option 2:** Speak directly to the Commission, only for Parties present in-person (not available for those engaging online or phone) and who have not submitted a statement to be read. Remarks will be limited to two minutes, and you may not use the names, nicknames or identifying information of anyone involved in the case.
  - **Note:** Parties are not required to speak or to present a written statement. Such participation is optional. The Commission will still be prepared to decide your case.

**If you have any questions about these guidelines, please contact the NEOC at 402-471-2024.**